

Attachment F

Risk Assessment Plan

This template should be used. The Risk Assessment Plan should address the risks that the Respondent **does NOT control**. The risks should be prioritized (list the greatest risks first). The Respondent may add or delete Risk table templates, but do not exceed the 2-page limit for this section. Do NOT include any identifying information in the Plan. Information listed under the “Documented Performance” line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Example (this example can be deleted to accommodate more claims)

Risk Description: *Risk that is not identified by client professional, competing vendors, or expert vendor will be identified and solved within 3 days maximum (unless more time is justified and requested).*

Risk Impact / Why is this a Risk? *Unforeseen circumstances/risks may cause a deviation to our planned baseline expectations.*

Once we are notified of a change, we will take the following action:

Solution:

- 1. Vendor shall immediately notify the State the same day as discovery of potential cost and time impact.*
- 2. Vendor shall find best possible options to minimize risk, with accompanying cost and time.*
- 3. Vendor will then present to State with justification as to why the best.*

Documented Performance: *We use this approach as part of every project we complete. We have had to use the approach 15 times over the past 3 years. Our solution resulted in less than 1% change orders, and 100% of the clients on these 15 projects rated our performance 10 out of 10.*

Risk Description #1:

Risk Impact / Why is this a Risk?

Solution:

Documented Performance:

Risk Description #2:

Risk Impact / Why is this a Risk?

Solution:

Documented Performance:

Risk Description #3:

Risk Impact / Why is this a Risk?

Solution:

Documented Performance: